

648011/14/05

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: RECREATION SUPERVISOR

DEFINITION

Under general supervision, to plan, evaluate, coordinate, supervise neighborhood service programs or recreation centers, program and services for youth, adult, senior or handicapped programs. Coordinate recreation activities with outside community agencies or businesses to enhance programming, attend City, Department and community meetings which are related to assignments; manage and supervise independent contractors; develop and administer marketing efforts to promote programs or services; develop and monitor budgets; provide highly responsible and technical staff assistance; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a management level classification in the professional recreation series. This position works under general supervision and must exercise independent judgment in the performance of a variety of professional, simple or complex recreational program supervision duties or neighborhood service program duties with only occasional instruction or assistance. Incumbents are expected to perform duties mentioned in the definition with an emphasis on actively supervising, recruiting, training and evaluating staff. In addition, the incumbent, depending on assignment may be expected to perform satisfactorily or better, the duties of the Recreation Services Coordinator. This position must be able to respond to inquiries and respond appropriately and promptly.

REPORTS TO: Recreation Superintendent

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Superintendent. Exercises general supervision over professional, para-professional, technical, and clerical staff.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Plan neighborhood services or City-wide activities for youth and/or adults, special events, center activities, athletics, recreation swimming and lessons, senior and handicapped services or assist staff in planning these programs.
- Develop and administer a variety of marketing strategies to publicize programs.
- Recruit or assist staff in recruiting sponsors, grants, foundations or other funding resources to defray costs of operating a program.
- Periodically conduct staff meetings which serve as a communication or training tool to enhance subordinates job knowledge and provide a quality service delivery.
- Initiate and confer with school and other community officials or agencies regarding available facilities and resources to conduct programs in which current City owned facilities are inadequate.
- Review equipment and supply needs; make recommendations for the replacement or repair of such items; maintain an accurate inventory and maintenance of such items.

- Compete financial forms related to positions such as purchase requisitions, authorization to purchase forms, request for payment and refund and deposit procedures.
- Maintain or assist staff in maintaining accurate attendance records.
- Train staff on how to inspect playground equipment, athletic fields, community centers and other facilities and develop a method for measuring their performance.
- Review reports such as payroll history, policies and procedures, program budget documents, business phone records, center operations and community meetings; and recommend and initiate necessary alterations.
- Monitor, develop and evaluate program budget in order to assist in analyzing expenses and revenue for each program in order to establish a cost effective service or program.
- Recruit, select, supervise, train and evaluate subordinates and provide feedback as needed.
- Ensure legal and City restrictions are followed as related to the programs supervised.
- Monitor the effectiveness of programs such as cost effectiveness, participant responses, program attendance, continuance, modifications or cancellation of programs or services.
- Analyze trends in recreation, social services and community programs by attending professional or City meetings, training conferences, reading related newsletters or documents in order to deal with program requests, socio-economic issues, demographic changes and other factors related to programming.
- Attend meetings and assist in providing department staff support to the Park and Recreation Commission, Park Advisory Teams or Community Action Groups or other community meetings as designated by the Park and Recreation Director.
- Respond to emergency preparedness of public safety issues as identified by the City's SEMS program.
- Utilize the computer and software packages to create work efficiency and maintain records, generate reports, produce promotional materials and correspond in writing when appropriate.
- May be required to maintain a valid first aid and CPR certification.
- Be able to work a varying work schedule conducive to programs, staff or services supervised or coordinated.
- Observe, periodically, programs and services under this position's supervision.
- Depending on assignment, may be required to demonstrate job knowledge or experience in duties listed in the classification specifications for Recreation Services Coordinator.

QUALIFICATIONS

Knowledge of:

- Developing, monitoring and suggesting changes for program budgets.
- Personnel management which includes, but not limited to, participating in recruiting, interviewing, hiring, training, supervising and evaluating assigned personnel.
- First aid methods and safety practices.
- Operating equipment specifically assigned to this position or assigned personnel.
- Locating resources to assist in analyzing trends and making recommendations to the Division Head.
- Methods used to identify community needs.

- Principles of research, statistical analysis and report preparation.
- Record keeping and reporting procedures.
- Current principles, techniques, operations and equipment used in organizing, planning, supervising, evaluating or improving City recreation programs.
- Federal, State or local ordinances that may govern how a program is to be administered.

Ability to:

- Use a keyboard and computer software programs designated by the City of Riverside.
- Provide effective feedback to subordinate on job performance, identify employee weaknesses and provide the necessary training method to correct behavior.
- Establish and use a method which promotes organization.
- Communicate clearly and concisely, orally and in writing.
- Work a flexible schedule.
- Conduct meetings, prepare agendas and maintain a record of these meetings.
- Provide good customer service to the public and fellow employees.
- Evaluate programs conducted by subordinates and make recommendations which assist them in improving the service or program.
- Work effectively and sensitively with people of diverse backgrounds.
- To understand, adhere to, explain and apply policies and procedures.
- Deal constructively with conflict and develop effective resolutions.
- Be prompt and have good attendance.
- Recruit volunteers for programs or train subordinates on how to recruit, train and supervise volunteers as specified by Federal, State and local laws, as well as via City policy and procedures.
- Perform duties which may involve sitting for extended periods of time, bending, stooping, reaching, twisting, carrying, lifting and operating assigned equipment.
- Adhere to legal contract agreements, resolutions, policies and procedures or other legal agreements that govern the operations this position is responsible for.
- Work cooperatively with other department staff to achieve goals and objectives of the department.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree (120 semester units) from an accredited college or university with major work in human relations, sociology, recreation administration or a closely related field.

Experience: Three years full-time experience in staffing, planning, organizing and supervising a broad

range of community services or three years of experience in group recreational activity leadership.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT:

Possession of, or ability to obtain, a valid Class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Recreation Supervisor

TO: Recreation Services Manager